

**Policy BDDH-1: PUBLIC PARTICIPATION AT BOARD MEETINGS**

**Status:** ADOPTED

**Original Adopted Date:** 09/23/2014 | **Last Revised Date:** 08/24/2023 | **Last Reviewed Date:** 08/24/2023

***(Districts Designating a Public Comment Period)***

The school board is acutely aware that board members are elected to serve the public, and the board seeks to conduct its business transparently. The district encourages the public to attend open school board meetings and other public meetings in person and, when available, virtually. In addition, there are some instances where members of the public may be provided the opportunity to speak at a school board meeting. As an extension of policy KC, Community Engagement, the board has created the following options for receiving input from students, employees and community members.

**Grievance Policies and Rules**

The district has established several policies and rules to assist students, parents/guardians, staff and the public in bringing concerns or grievances to the district. The board encourages the public to utilize these policies and rules before bringing concerns to the board and may refer the public to these processes prior to taking action.

These policies include, but are not limited to:

AC, Prohibition against Illegal Discrimination, Harassment and Retaliation

ACA, Sexual Harassment under Title IX

DA, Fiscal Responsibility

GBM, Staff Grievances

IGBCA, Programs for Homeless Students

IGBE, Students in Foster Care

JGD, Student Suspension and Expulsion

KL, Public Concerns and Complaints

KLA, Concerns and Complaints Regarding Federal Programs

KLB, Public Questions, Comments or Concerns Regarding District Instructional/Media/Library Materials

There are additional legal processes created by law to address concerns about accommodating students with disabilities or concerns about a student's special education program.

**Agenda Items**

In accordance with law and the district's community engagement policy, district residents may place items on the agenda of a regularly scheduled board meeting as outlined in this policy. The agenda items must be directly related to the governance or operation of the district (not individual student cases). The board will not hear resident-initiated agenda items at meetings other than the board's regularly scheduled meeting unless the board president grants an exception.

Residents who wish to place an item on the agenda must first meet with the superintendent or designee to attempt to resolve the issue unless the superintendent or designee waives such a meeting. The meeting will take place within 20 business days of the superintendent or designee receiving a written request to meet. If the superintendent or designee waives the meeting or does not meet with the resident within 20 business days, or if the resident is not satisfied with the meeting's outcome, the resident may submit a written request to the board secretary to add the item to the board agenda.

The resident must submit the written request to the Board Secretary at least five days prior to the next scheduled Board Meeting. The Board Secretary will include that item on the next regularly scheduled board meeting's agenda

when approved. Otherwise, the Board Secretary will place the item on the agenda for the subsequent regularly scheduled meeting.

***Rules:***

1. The board president will make the decision on whether to delay or refuse an agenda item and will communicate that decision to the resident and the other board members.
2. The board may move an agenda item to a different meeting with the consent of the resident.
3. The board may refuse to hear, or delay hearing, an agenda item if: the board has heard an identical or substantially similar agenda item in the previous three calendar months; or the resident has previously violated district rules regarding conduct at meetings or on district property, e.g. going over the two minutes in a previous meeting, saying inappropriate comments in a previous meeting or in public, etc. Other consequences may be applied based on the Board's determination.
4. The board may delay the hearing of a requested item if more than three resident-initiated agenda items are scheduled for the same meeting. The delayed agenda item will be moved to the next regularly scheduled meeting. If a resident's item is delayed for this reason, the resident will be provided an alternate method of communication with the board, such as submitting written comments.
5. The board will allow the resident two minutes to present their issue to the board unless the board president allots more time to the discussion.
6. Only resident(s) who met with or requested to meet with the superintendent or designee will be allowed to speak during this time.
7. If more than one resident seeks to speak on the same item at the same meeting, the board president, at their discretion, will determine the total time that will be devoted to the item and how the time will be shared between the residents. The board president will encourage residents to appoint a spokesperson or communicate their concerns through other means. If the board must limit the number of speakers, it will assign priority based on the order in which the requests were received.
8. The board may discuss the public business content of presented agenda of presented agenda items but is not required to decide any matter of public business or formulate any public policy as a result of the discussion.

## **Public Hearings**

From time to time, the board will schedule a public hearing to receive input on matters of community concern, such as setting the district's tax rate. The district will provide notice of these hearings as required by law and as determined necessary to inform the public.

## **Public Comment**

The Board encourages residents to utilize the process for placing items on the agenda, but if the Board deems appropriate, may allow district residents to provide public comments at regular meetings of the Board. The following rules will be applied to the public comment portion of the meeting:

1. Public comments will be limited to two minutes per speaker.
  2. No individual will be permitted to speak more than once during this period.
  3. Discussion will be limited to items from the posted agenda.
  4. All speakers must provide their name and address prior to speaking.
  5. Individuals must complete Form BDDH AF-2
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